

## Powell River Brain Injury Society - Job Posting

### Executive Director

#### Summary:

The Powell River Brain Injury Society is seeking an Executive Director for our dynamic non-profit team.

The Organization is a single purpose, federally registered charity, focused on prevention of acquired brain injury, recovery, community education and awareness, and increasing quality of life for those living with the effects of an acquired brain injury.

The successful candidate will be responsible for overseeing all aspects of the organization.

#### Responsibilities:

- Work closely with the clients of the Society; as they present themselves, liaising with other health care professionals in providing excellence in service delivery and support.
- Work with the Board of Directors to develop and implement strategic plans that support our mandate, purpose, and vision
- Develop and manage an annual budget and operation plan.
- Manage all aspects of the day-to-day operations of the organization; direct staff, volunteers, and the operation of the facility.
- Oversee program development and delivery.
- Develop marketing strategies
- Work with tech support on social platforms and website
- Establish and maintain relationships with donors, community organizations, government agencies, other brain injury organizations, the public, and other non-profits.
- Initiate and oversee all fund-raising activities, source and prepare grant proposals.
- Work with bookkeeper and accounting team.
- Ensure compliance to all laws and regulations including but not limited to the BC Societies Act, Employment Standards of BC, Canada Revenue Agency, Vancouver Coastal Health Authority, Brain Injury Alliance of BC, Community Gaming Branch of BC, and other contractors.
- This position combines admin responsibilities with direct support for Clients, Staff, and the Organization.

#### Skills and Qualifications:

- Knowledge of acquired brain injury and the unique issues it presents.
- Knowledge of the distinctive issues faced by persons living with the effects of acquired brain injury, including crisis interventions, client needs assessments, and making referrals.
- Previous non-profit managerial experience preferred with demonstrated leadership abilities.
- Post-Secondary degree or equivalent experience working in acquired brain injury
- Experience sourcing and writing grant applications for the non-profit sector.
- Relationship development, staff oversight and collaboration, communication skills.

#### Details:

*Salary:* Commensurate with Experience - Range - \$55 - \$60 thousand annually, inclusive of 2 weeks holiday pay accrual and 2 weeks sick pay accrual, no annual carry over.

*Job Type:* Permanent Full time – Based on 35 hours per week. No overtime.

*Benefits:* No extended benefits.

*Work Remotely:* No – Position is located at the Powell River Brain Injury Society Drop-In Centre on Duncan Street, Powell River.

**Application Deadline:** November 30, 2023

**Start Date:** April 01, 2024

Send Self Designed CV or Resume with cover letter to: PRBISBoard@gmail.com

Only those short listed will be contacted, thank you in advance for your interest.